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SUPERIOR COURT OF ARIZONA - MARICOPA COUNTY
EMPLOYMENT OPPORTUNITY

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Employees of the Superior Court, Justice Courts and court departments are employees of the judicial branch. Positions in the court system may be in the classified service subject to the Judicial Merit System Resolution and Rules.

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OPEN COMPETITIVE

COURT ADMINISTRATIVE ASSISTANTS
(Court Information Processors)

POSITIONS AVAILABLE WITH SUPERIOR COURT, JUVENILE PROBATION AND ADULT PROBATION.
LOCATIONS AVAILABLE IN PHOENIX, MESA AND DURANGO.

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RECRUITMENT DATES: Monday, May 21, 2001 – Open

SALARY: $8.90 - $11.12 Per Hour, Depending on Qualifications

POSITION QUALIFICATIONS: High School Diploma or GED.
Note: General clerical experience and familiarity with computers helpful.

ESSENTIAL JOB TASKS: Please see the following page for more information on Court Administrative Assistant job tasks.

SELECTION PROCEDURE: Pursuant to the Judicial Merit System Resolution & Rules, the Maricopa County Human Resources Department performs recruitment, assessment and other personnel functions on behalf of the Court System and its departments. **WRITTEN EXAM REQUIRED. SINCE MANY ASSIGNMENTS REQUIRE COMPUTER AND TYPING SKILLS, APPLICANTS WILL BE AFFORDED THE <u>OPTION</u> OF PARTICIPATING IN KEYBOARDING PERFORMANCE EXAMS.** TYPING TESTS ARE PERFORMED ON PERSONAL COMPUTERS. The Human Resources Department reserves the right to admit to the exam process only those candidates who are considered the most highly qualified. Those selected will be required to pass a written exam. Candidates will receive written notification of assigned test date. Ensure your mailing address is current and correct. The hiring authority will interview and select the successful candidate from a list provided by the Human Resources Department.

FILING PROCESS: Required County Application Form (3100-049) AND SKILLS INVENTORY must be received by 5:00pm on the recruitment closing date. Applications and information may be obtained at the Maricopa County Human Resources Department located in Suite 200 of the County Administration Building, located at 301 West Jefferson St, Phoenix, 85003-2145. Customer Service: 602-506-3755. Teletypewriter (TT): 602-506-1908.   Recorded Job Message: 602-506-3329. Internet Address: www.maricopa.gov.

NOTE TO EMPLOYEES: Unless you are a temporary or unclassified employee, you must have successfully completed initial probation before your application can be considered.

WHAT HAPPENS TO YOUR APPLICATION: For complete information, refer to Page 5 of the Application Form.

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IT IS THE POLICY OF THE SUPERIOR COURT OF MARICOPA COUNTY NOT TO DISCRIMINATE IN EMPLOYMENT OR THE PROVISION OF SERVICES. **<u>AN EQUAL OPPORTUNITY EMPLOYER</u>.**

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RECRUITMENT ABBREVIATION CODE: CT-AA / KAC   **DATE PUBLISHED**: Monday, May 21, 2001
107535, 7b
Supersedes:107481

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PLEASE SEE REVERSE FOR ADDITIONAL INFORMATION

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COURT ADMINISTRATIVE ASSISTANTS
(Court Information Processors)

POSITIONS AVAILABLE WITH SUPERIOR COURT, JUVENILE PROBATION AND ADULT PROBATION. LOCATIONS AVAILABLE IN PHOENIX, MESA AND DURANGO.

ESSENTIAL JOB TASKS: Positions available throughout many Court and Probation Departments located in Phoenix and surrounding areas. Court Administrative Assistants are responsible for performing a variety of clerical support functions that may include any of the following:

word processing, automated records processing, calendaring, cashiering, account clerk or other court support duties involving the operation of information processing equipment; processes and maintains sealed and unsealed documents, exhibits, materials, and records; processes requests for information from department staff or other criminal justice agencies; operates copy machines; files hardcopy records; may run errands and make deliveries; determines the need to correct information on file and performs any necessary operations to create, revise, delete or alter master file records; reviews completed work of processors for accuracy; assists other processors with difficult entry and processing problems; answers questions from staff concerning policies, procedures, etc., and assists in training or assigning work to other operators; prepares, issues, reviews and certifies legal documents; resolves errors; operates a computer terminal accessing criminal justice history information systems; enters and cancels warrant information; reads, proofs and edits copy for proper grammar, spelling, English usage and format; answers questions from public and other agencies; reviews documents to determine suitability and completeness of information prior to entering on the system; posts automated ledger accounts maintains various types of records and files; acts as receptionist; interviews defendants referred by the courts for pre-sentence investigation or for placement on probation and assigns defendants to probation officers for investigation or supervision

SKILLS INVENTORY FOR COURT ADMINISTRATIVE ASSISTANTS

Please complete this form in its entirety. The information is used to refer you for openings which involve tasks and conditions for which you qualify. Be sure to sign and date the bottom of the form. Thank you.

NAME: _____
(Please Print)

1. The following table lists general office and/or clerical duties you may have performed. Please check the appropriate boxes and fill in years of experience (if applicable).

Office/Clerical Duties Performed	Yes	No	# Years Exp.
Acting as receptionist or front-counter assistant			
Answering telephones and multiple-line telephones			
Bookkeeping or general-ledger accounting work			
Composing correspondence and/or preparing reports			
Creating statistical tables or reports			
Data entry			
Filing, sorting or arranging documents or other materials			
Operating office machines (including FAX and copier)			
Preparing or coordinating payroll			
Preparing or maintaining files (including court, legal or medical files)			
Serving as Administrator in a public service or court environment			
Supervising clerical employees			
Taking notes at meetings and preparing minutes (with or without dictation or mechanical transcription equipment)			

2. The following table lists computer software applications you may be familiar with. Please check the appropriate boxes for your skill level.

Computer Software/Programs	Never Used	Beginning Skills	Intermed. Skills	Advanced Skills
Microsoft Word (6.0/97/2000)				
Microsoft Excel (6.0/97/2000)				
Microsoft Access (97/2000)				
Microsoft Powerpoint (97/2000)				
Word Perfect (6.0 and Higher)				
Desktop Publishing (Publisher/Pagemaker)				
Graphics Software (Harvard Graphics/Draw)				
Outlook				
Exchange				
Windows 95 or Windows NT				
Other (please list)				

3. Do you have a valid Arizona Driver's License? ❑ Yes ❑ No

4. Many Court-related positions require candidates to work evenings, nights, and/or weekends. Please select the shifts you would be willing to accept.

❑ Days ❑ Evenings ❑ Nights ❑ Weekends

_____

Signature   Date   Court Administrative Assistant, 12/00